

## Appendix E

### Powered Industrial Truck Operator Safety Guide Checklist

This appendix is to be used as a guide for evaluating a proposed operator's capability to operate a powered industrial truck safely. Answer all the questions if the employee uses Class 1, 2, 4-7 PITs, or answer questions 1-18 if the employee only uses a Class 3 Motorized Hand Truck.

Return the completed checklist to the Hazards Control Training Division, L-Code 386.

**Note:** The operator shall have a valid California driver's license to receive authorization to drive a PIT.

Name of proposed operator: \_\_\_\_\_  
(Please print)

Yes No

- |                          |                          |                                                                                                                                                                                                                                                               |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the operator know that he/she shall inspect a PIT before operating it? See Appendix C, "Preoperational Inspection Checklist."                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Does the operator know the required action if a PIT is found to be defective? (The operator should place a "Do not operate" tag on the PIT and report any defects to his/her supervisor.)                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Does the operator obey traffic rules (i.e., stop at stop signs, keep to the right on roadways, etc.)?                                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Does the operator know if personnel can be transported in PITs? (Personnel should <i>never</i> be transported in a PIT, unless it is equipped with seats for two people and has a properly designed and approved safety platform [cage] for lifting only.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Can the operator find the maximum rated capacity on the PIT? (The operator should check the manufacturer label plate for this information.)                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Does the operator know if the maximum capacity can be exceeded? (The maximum capacity can never be exceeded, not even to load test.)                                                                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Does the operator always look in the direction of travel? (The operator should always look in the direction of travel, especially when backing up after placing or picking up a load.)                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Does the operator use the horn to warn people or other PITs (i.e., when traveling in or out of buildings, at blind corners, passing doorways opening out to loading docks, etc.)?                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Does the operator travel with forks down, with or without a load; and does he/she know how far the forks should be from floor                                                                                                                              |

level? (The operator should keep the forks approximately 4 to 6 in. from floor level at all times.)

- ☐ ☐ 10. Does the operator travel with the PIT's mast tilted back with a load? (When the operator is traveling with a load, the PIT's mast should be tilted all the way back so the forks are tilted up.)
- ☐ ☐ 11. Does the operator pick up load to clear the floor or pallet rack before tilting the mast back? (This is the correct method.)
- ☐ ☐ 12. Does the operator tilt the mast forward and level the load before placing the load down? (This is the correct method.)
- ☐ ☐ 13. Does the operator drive in reverse if a high load should obstruct his/her view driving forward? (If the view forward is obstructed, the operator should always drive in reverse.)
- ☐ ☐ 14. Does the operator observe overhead clearances and proceed with caution? (The operator should always exercise caution because overhead clearances are difficult to judge.)
- ☐ ☐ 15. Does the operator know when a load should be secured? (The operator should secure all unstable loads.)
- ☐ ☐ 16. Does the operator know that he/she shall proceed up or down a ramp (or incline) with a load always facing uphill? (There is one exception; Motorized hand trucks shall be operated with the load engaging means facing downhill.)
- ☐ ☐ 17. Does the operator know the floor capacity in a building when operating a PIT? (The operator should be aware of trench covers and pit covers in the building. These vary greatly in strength and are a significant safety concern because of the weight of the PIT and the load it may be carrying).
- ☐ ☐ 18. Does the operator park a PIT correctly? (The operator should have the forks flat on the ground, the parking brake set, all controls in neutral, the ignition off, and the keys removed from the ignition.)
- ☐ ☐ 19. Does the operator know standard arm signals? (The operator should know the arm signals for stop, left turn, right turn.)
- ☐ ☐ 20. Does the operator use arm signals when driving a PIT? (This is the correct method.)
- ☐ ☐ 21. Does the operator know the pivot point for turning on a PIT, either traveling forward or in reverse? (The pivot point for turning is the front wheels.)

- ☐ ☐ 22. Does the operator use the pivot point to maneuver the PIT effectively, especially in restrictive space areas? (This is the correct method.)
- ☐ ☐ 23. Does the operator know what will occur if sharp turns are made with a PIT traveling at too great a speed? (The operator should know that PITs can roll over very easily when making sharp turns at excessive speed.)
- ☐ ☐ 24. Does the operator feel it is proper procedure to lift an upright 55-gal drum by spreading the forks to fit the drum on each side and making the lift? (The operator should never use the forks to lift the drum. The proper method is to use an approved lifting device attached to the forks.)
- ☐ ☐ 25. Does the operator know that if a PIT runs out of fuel inside a building, it shall be refueled outside the building? (The PIT shall be towed outside to a safe location.)
- ☐ ☐ 26. Does the operator think it is safe to operate an internal combustion-engine PIT in a confined space? (The operator should never operate the PIT in a confined space because of the danger of carbon monoxide [CO] gas accumulation.)
- ☐ ☐ 27. Does the operator know that the mast should be vertical so that the forks are level when picking up or placing a load? (The operator should know that if the forks are not level, it is difficult to pick up or place a load without pushing or pulling the load out of position.)
- ☐ ☐ 28. Does the operator keep the forks spaced as far apart as possible for better stability? (Always spread forks as wide apart as possible for better stability.)
- ☐ ☐ 29. Would the operator allow anyone to place his/her hands in or around the PIT mast with the PIT's ignition on? (The operator should never let anyone put his/her hands anywhere near the PIT while it is running. There are too many shear and catch points.)

**Powered Industrial Truck**

**Proficiency Instructor (Print):** \_\_\_\_\_

**Evaluation Date:** \_\_\_\_\_ **Indicate the class(es) of powered industrial truck this individual has been evaluated on, and is qualified to operate (check all that apply):**

☐ Class I      ☐ Class II      ☐ Class III      ☐ Class IV      ☐ Class V      ☐ Class VI      ☐ Class VII

**LLNL supervisor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Powered Industrial Truck**

**Proficiency Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_